



**Office of  
Mental Health**

Scattered Site Supportive  
Housing for Individuals  
Re-entering the Community  
from Prison

Request for Proposals

**August 2023**

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# 1. Introduction and Background

## 1.1 Purpose of the Request for Proposals

The New York State Office of Mental Health (OMH) is committed to investing in community-based housing that will support individuals with a serious mental illness (SMI) who are presently living in or are within one year of release from a New York State prison. Based on the need for additional supportive, scattered site housing opportunities to advance this mission, NYS OMH is announcing this Request for Proposals (RFP) for the development and operation of seven supportive housing programs in four (4) OMH regions: Long Island, Hudson River, Central New York and Western New York, to support the above noted population. In addition to a mental illness individuals may also have a substance use disorder, physical health care needs, or a combination of all three.

Please note that within this target population group, individuals with an active Assisted Outpatient Treatment (AOT) Order must receive priority access for any housing vacancy.

## 1.2 Allocation of Scattered Site Units

The seven scattered-site supportive housing programs will be sited in the following counties where there is a demonstrated need:

County(ies)	units
Albany/Schenectady/Rensselaer	25
Broome	10
Dutchess/Ulster	20
Monroe	20
Nassau/Suffolk	20
Onondaga/Oneida	25
Sullivan/Orange	25

In programs where multiple counties are served, it is the expectation that units will be sited across the identified counties based on need/referrals.

Applicants will be awarded the number of units per county/counties as indicated above. Applicants should submit a separate application for each program for which they are applying. Applicants may apply for multiple programs. There is no capital associated with this RFP. However, agencies are encouraged to consider clustering apartments around a building “hub” to enable the recipients to socialize, obtain peer support, and other services. This “hub” which can act as a centralized meeting place, could be space within a building owned by the applicant agency.

## 1.3 Referrals

Referrals will be managed through the county Single Point of Access.

## 2 Proposal Submissions

### 2.1 Designated Contact/Issuing Officer

OMH has assigned an Issuing Officer for this project. The Issuing Officer or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the issuance of the Notice of Conditional Award. To avoid being deemed non-responsive, an applicant is restricted from contacting any other personnel of OMH regarding the RFP. Certain findings of non-responsiveness can result in rejection for a contract award. Contacts made to any other OMH or other State personnel regarding this procurement may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. The Issuing Officer for this RFP is:

Amanda Szczepkowski  
Contract Management Specialist 2  
New York State Office of Mental Health  
Contracts and Claims – 7<sup>th</sup> Floor  
44 Holland Avenue  
Albany, NY 12229  
[OMHLocalProcurement@omh.ny.gov](mailto:OMHLocalProcurement@omh.ny.gov)

### 2.2 Key Events/Timeline

RFP Release Date	08/16/2023
Questions Due by 2:00:00 PM EST	09/05/2023
Questions and Answers Posted on Website	09/21/2023
Proposals Due by 2:00:00 PM EST	10/05/2023
Anticipated Award Notification	11/02/2023
Anticipated Contract Date	01/01/2024

### 2.3 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing with “Scattered Site Supportive Housing for Individuals Re-entering the Community from Prison” in the subject line to the Issuing Officer by email at [OMHLocalProcurement@omh.ny.gov](mailto:OMHLocalProcurement@omh.ny.gov) by the “Questions Due” date indicated in Section 2.2. The question should include the section in the RFP the question pertains to. The questions and official answers will be posted on the OMH website on the “Questions and Answers Posted on Website” date indicated in Section 2.2 and will be limited to addressing only those questions submitted by the deadline. No questions will be answered by telephone or in person.

### 2.4 Addenda to Request for Proposals

It is the applicant’s responsibility to periodically review the OMH website and Grants Gateway to learn of revisions or addendums to this RFP. Changes to the RFP will also be posted in the NYS Contract Reporter. No other notification will be given.

### 2.5 Eligible Applicants

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that have

demonstrable experience in operating housing or mental health programs for individuals [Re-entering the Community from Prison](#). Questions regarding eligibility will not be responded to by the Issuing Officer on an individual basis. All questions specific to eligibility will be incorporated into the list of Questions and Answers and be post on the date indicated in Section 2.2.

## 2.6 Disqualification Factors

Following the opening of applications, a preliminary review of all proposals will be conducted by the Issuing Officer or a designee to review each proposal's submission for completeness and verify that all eligibility criteria have been met. Proposals that do not meet basic participation standards will be disqualified, specifically:

- Proposals from applicants that do not meet the eligibility criteria as outlined in 2.5; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.8 or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.8, by the proposal due date indicated in 2.2.

## 2.7 Grants Gateway Requirement

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require NFPs to register in Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the Grants Management Website, including The Vendor Prequalification Manual and an online tutorial to walk users through the process. All NFP vendors doing business with the State must be prequalified in order to submit a competitive bid in response to an RFP issued by the State. NFP contractors should go to the Grants Gateway, [https://grantsgateway.ny.gov/IntelliGrants\\_NYSSGG/module/nysgg/goportal.aspx](https://grantsgateway.ny.gov/IntelliGrants_NYSSGG/module/nysgg/goportal.aspx), for registration and <https://grantsmanagement.ny.gov/register-your-organization#how-to-register> to complete the online form. NFPs must first register their agency on the system if they have not yet done so, which requires a paper form being sent by mail.

Please note proposals received from eligible NFP applicants who are not in "Prequalified" status in the Grants Gateway at the time the proposal is due as indicated in Section 2.8 Proposal Submission Process cannot be evaluated; therefore, such proposals will be disqualified from further consideration.

**Please do not delay in beginning the prequalification process. The State reserves five (5) days to review submitted prequalification applications. Prequalification applications submitted to the State for review less than five (5) days prior to the RFP due date and time may not be considered. Applicants should not assume that their prequalification information will be reviewed if they do not adhere to this timeframe.**

Section 2.9 includes a summary of the steps that must be completed to meet registration and prequalification requirements in the Grants Gateway.

Proposals received from eligible not-for-profit applicants who have not been prequalified by the by the “Proposals Due” date indicated in 2.2 cannot be evaluated and will be disqualified from further consideration.

## **2.8 Instructions for Bid Submission and Required Format**

Each proposal submission through the Grants Gateway is required to contain:

- Operating Budget (Appendix B)
- Budget Narrative (Appendix B1)

**All applicants must be registered with the New York State Grants Gateway System (GGS) and all Not-for-Profit agencies must be prequalified prior to proposal submission.**

**If you are not already registered:**

Registration forms are available at the GGS website:

<https://grantsmanagement.ny.gov/register-your-organization>

Include your SFS Vendor ID on the form; if you are a new vendor and do not have a SFS Vendor ID, include a Substitute for W-9 with your signed, notarized registration (also available from the website).

All registration must include an Organization Chart in order to be processed. When you receive your login information, log in and change your password.

If you are an applicant, and have problems complying with this provision, please contact the GGS help desk via email: [Grantsgateway@its.ny.gov](mailto:Grantsgateway@its.ny.gov) -- OR -- by telephone: 1-518-474-5595.

### **How to Submit a Proposal**

Proposals must be submitted online via the Grants Gateway by the date and time posted on the cover of this RFP. Tutorials (training videos) for use of the Grants Gateway (and upon user log in): **You must use Microsoft Edge to access the Grants Gateway. Using Chrome or Firefox causes errors in the Work Plan section of the application.**

To apply, log into the Grants Gateway as a Grantee, Grantee Contract Signatory or Grantee System Administrator and click on the View Opportunities button under View Available Opportunities. To get started, in the Search Criteria, enter the Grant Opportunity name provided on the cover page of this RFP, select the Office of Mental Health as the Funding Agency and hit the Search button. Click on the name of the Grant Opportunity from the search results grid and then click on the APPLY FOR GRANT OPPORTUNITY button located at the bottom left of the Main page of the Grant Opportunity.

In order to access the online proposal and other required documents such

as the attachments, you MUST be registered and logged into the NYS Grants Gateway system in the user role of either a “Grantee” or a “Grantee Contract Signatory” or a “Grantee System Administrator”.

The ‘Grantee’ role may ONLY Initiate and Save changes to the application such as add/update information to forms, upload documents while the user logged in as a ‘Grantee Contract Signatory’ or a ‘Grantee System Administrator’ role can perform all the tasks of Grantee role and in addition, can SUBMIT the application to the State. When the application is ready for submission, click the ‘Status Changes’ tab, then click the ‘Apply Status’ button under “APPLICATION SUBMITTED” before the due date and time.

For further information on how to apply, and other information, please refer to the Vendor User Manual document.

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grantee Documents section on Grants Management website.

Late proposals will not be accepted. Proposals will not be accepted via fax, email, hard copy or hand delivery.

### **Helpful Links**

Some helpful links for questions of a technical nature are below.

Grants Reform Videos (includes a document vault tutorial and an application tutorial) on YouTube:

<http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

(Technical questions)

Grants Team Email (Proposal Completion, Policy and Registration questions): [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov) or by phone at 518-474-5595.

## **2.9 Minority and Women Owned Business Enterprises and Service-Disabled Veteran Owned Business Enterprises**

OMH recognizes its obligation to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises (“MWBEs”) and the employment of minority group members and women in the performance of OMH contracts. In accordance with New York State Executive Law Article 15-A, OMH hereby establishes a 16% goal for Minority-owned Business Enterprise (“MBE”) participation, a 14% goal for Women-owned Business Enterprise (“WBE”) participation, and a 6% goal for Service-Disabled Veteran-owned Business Enterprises (“SDVOB”) participation on any award resulting from this solicitation in excess of \$25,000 for commodities and services or \$100,000 for construction. With respect to MWBEs, each award recipient must document its good faith efforts to provide meaningful opportunities for participation by MWBEs as subcontractors and suppliers in the performance of the project to be described in each grant disbursement agreement and must agree that OMH may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how OMH will determine a Contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

In accordance with 5 NYCRR § 142.13, each award recipient acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth herein and in its grant disbursement agreement, such finding constitutes a breach of contract and OMH may withhold payment from the award recipient as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the award recipient achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the grant disbursement agreement.

By submitting an application, an Applicant agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof in such form as OMH shall require.

Additionally, an Applicant may be required to submit the following documents and information as evidence of compliance with the foregoing:

A. An MWBE Utilization Plan, which shall be submitted in conjunction with the execution of the grant disbursement agreement except as otherwise authorized by OMH. Any modifications or changes to the MWBE Utilization Plan after the execution of the grant disbursement agreement must be reported on a revised MWBE Utilization Plan and submitted to OMH. OMH will review the submitted MWBE Utilization Plan and advise the award recipient of OMH acceptance or issue a notice of deficiency within 30 days of receipt.

B. If a notice of deficiency is issued, the award recipient will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to OMH, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OMH to be inadequate, OMH shall notify the award recipient and direct the award recipient to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

OMH may refuse to enter into a grant disbursement agreement, or terminate an existing grant disbursement agreement resulting from this solicitation, under the following circumstances: a) If an award recipient fails to submit a MWBE Utilization Plan; b) If an award recipient fails to submit a written remedy to a notice of deficiency; c) If an award recipient fails to submit a request for a waiver; or d) If OMH determines that the award recipient has failed to document good faith efforts.

The award recipient will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the project. Requests for a partial or total waiver of established goal requirements may be made at any time during the term of the project, but must be made no later than prior to the submission of a request for final payment under the grant disbursement agreement.

Each award recipient will be required to submit a Quarterly M/WBE Contractor



Compliance & Payment Report to OMH over the term of the project, in such form and at such time as OMH shall require, documenting the progress made toward achievement of the MWBE goals established for the project.

## **2.10 Participation Opportunities for New York State Certified Service-Disabled Veteran Owned Business**

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Business (SDVOB), thereby further integrating such businesses into New York State's economy. OMH recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of OMH contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Applicants are expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as proteges, or in other partnering or supporting roles.

OMH hereby establishes an overall goal of 6% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Applicant/Contract would reference the directory of New York State Certified SDVOBs found at <https://sdves.ogs.ny.gov/business-search>. Additionally, following any resulting Contract execution, Contractor would be encouraged to contact the Office of General Services' Division of Service-Disabled Veterans' Business Development at 518-474-2015 or [VeteransDevelopment@ogs.ny.gov](mailto:VeteransDevelopment@ogs.ny.gov) to discuss additional methods of maximizing participation by SDVOBs on the Contract.

It would be required that "good faith efforts" to provide meaningful participation by SDVOBs as subcontractors or suppliers in the performance of a resulting awarded Contract to be documented.

## **2.11 Equal Employment Opportunity**

By submission of a bid or proposal in response to this solicitation, the Applicant/Contractor agrees with all of the terms and conditions of Master Contract for Grants – Standard Terms and Conditions. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Applicant will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement, Form # 4, to the State Contracting Agency with their bid or proposal. To ensure compliance with this Section, the Applicant will be required to submit with the bid or proposal an Equal Employment Opportunity Staffing Plan (Form # to be supplied during contracting process) identifying the anticipated work force to be utilized on the Contract. If awarded a Contract, Contractor shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by the Contracting State Agency on a monthly or quarterly basis during the term of the contract. Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

## **2.12 Sexual Harassment Prevention Certification**

State Finance Law §139-I requires bidders on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees. Bids that do not contain the certification may not be considered for award; provided however, that if the bidder cannot make the certification, the bidder may provide a statement with their bid detailing the reasons why the certification cannot be made. A template certification document is being provided as part of this RFP. Applicants must complete and return the certification with their bid, or provide a statement detailing why the certification cannot be made.

## **3 Administrative Information**

### **3.1 Reserved Rights**

The OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive, do not meet the minimum requirements, or are determined to be otherwise unacceptable, in OMH's sole discretion;
- Withdraw the RFP at any time, at the agency's sole discretion;
- Make an award under the RFP in whole or in part;
- Disqualify an applicant whose conduct and/or proposal fails to conform to

the requirements of the RFP;

- Seek clarifications of proposals for the purposes of assuring a full understanding of the responsiveness to the solicitation requirements;
- Use proposal information obtained through the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- Prior to the due date, direct applicants to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the due date, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential applicants via the OMH website, the Grants Gateway and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the prospective applicants;
- Change any of the scheduled dates;
- Waive any of the requirements that are not material;
- Negotiate any aspect of the proposal in order to assure that the final agreement meets OMH's objectives;
- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder within fifteen (15) business days from notification of selection for award. This is to include completion of all required documents and signature of the contract;
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation;
- Conduct a readiness review of each selected applicant prior to the execution of the contract as set forth in Section 4.4;
- Cancel or modify contracts due to the insufficiency of appropriations;
- Disqualify providers with historically poor performance in developing beds on a timely basis, or chronically poor performance keeping beds filled.

### **3.2 Debriefing**

The OMH will issue award and non-award notifications to all applicants. Non-awarded applicants may request a debriefing in writing requesting feedback on their own proposal within 15 business days of the dated letter. OMH will not offer ranking, statistical, or cost information of other proposals until after the NYS Office of the State Comptroller has approved all awards under this RFP. Written debriefing requests may be sent to the Designated Contact, as defined in Section 2.1.

### **3.3 Protests Related to the Solicitation Process / Award Outcome**

Protests of an award decision must be filed within fifteen (15) business days after the notice of conditional award or five (5) business days from the date of the debriefing. The Commissioner or her/his designee will review the matter and issue a written decision within twenty (20) business days of receipt of protest. All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly state reference to the RFP title and due date. Such protests must be submitted to:

NYS Office of Mental Health  
Commissioner Ann Marie T. Sullivan, M.D  
44 Holland Avenue  
Albany, New York 12229

### **3.4 Term of Contracts**

Operating contracts shall be written for a total period of five (5) years with an anticipated start date as indicated in 2.2.. OMH reserves the right to modify the first year's contract period. The selected applicant awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master Grant Contract. The Master Contract Form is available on the Grants Gateway application site for this opportunity.

### **3.5 Bid Response**

Neither the State of New York or OMH shall be responsible for the costs or expenses incurred by the applicant in preparation or presentation of bid proposal.

### **3.6 Acceptance of Terms and Conditions**

A bid, in order to be responsive to this solicitation, must satisfy the specifications set forth in this RFP. A detailed description of this format and content requirements is presented in Section 2.9 of this RFP.

### **3.7 Freedom of Information Requirements**

All proposals submitted for OMH's consideration will be held in confidence. However, the resulting contract is subject to New York State Freedom of Information Law (FOIL). Therefore, if a Vendor believes that any information in its bid constitutes a trade secret or should otherwise be treated as

confidential and wishes such information not be disclosed if requested, pursuant to FOIL (Article 6 of the Public Officer's Law), the Vendor must submit with its bid a separate letter specifically identifying the page number(s), line(s), or other appropriate designation(s) containing such information, explaining in detail why such information is a trade secret and formally requesting that such information be kept confidential. Failure by a Vendor to submit such a letter with its bid identifying trade secrets will constitute a waiver by the Vendor of any rights it may have under Section 89(5) of the Public Officers' Law relating to the protection of trade secrets. The proprietary nature of the information designated confidential by the Vendor may be subject to disclosure if ordered by a court of competent jurisdiction. A request that an entire bid be kept confidential is not advisable since a bid cannot reasonably consist of all data subject to FOIL proprietary status

## 4.0 Evaluation Factors for Awards

### 4.1 Evaluation Criteria

All proposals will be rated and ranked in order of highest score based on an evaluation of each applicant's written submission as well as an internal review.

The Evaluation will apply points in the following categories as defined in Section 5.4 Evaluative Criteria:

<b>Technical Evaluation</b>	
Proposal Narrative	50 points
Agency Performance: <ul style="list-style-type: none"> <li>• Applicant's Narrative</li> <li>• Internal Review</li> </ul>	10 points
<b>Inclusion and Diversity</b>	10 points
<b>Financial Assessment</b>	30 points
<b>Total Proposal Points</b>	<b>100</b>

For a detailed description of evaluation criteria for the Technical Evaluation and the Financial Assessment components, see Section 5.4 (Evaluative Criteria).

The internal review will consist of an assessment of the applicant's organizational competency. This will include a review of the applicant's residential programs over the past two years to assess occupancy rates and admissions from priority populations.

### 4.2 Method for Evaluating Proposals

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Sections 2.6 and 2.7, the proposal will be eliminated from further review. The agency will be notified of the rejection of its proposal within 10 working days.

Evaluation of proposals will be conducted in two parts: Technical Evaluation and Financial Assessment. The evaluation committee, consisting of at least

three evaluators, will review the technical portion of each proposal and compute a technical score. A financial score will be computed separately based on the operating budget and budget narrative submitted.

Evaluators of the Technical Evaluation component may then meet to discuss the basis of those ratings. Following the discussion, evaluators may independently revise their original score in any section. Once completed, final Technical Evaluation scores will then be recalculated, averaged, and added to the final Financial Assessment score to arrive at final scores. Any proposal not receiving a minimum average score of 70 will be eliminated from consideration.

In case of a tie in the scoring process, the proposal with the highest score on the Proposal Narrative section will be ranked higher.

### **4.3 Process for Awarding Contracts**

#### **4.3.1 Initial Awards and Allocations**

Please note any agency awarded housing will have six (6) months from the date of contract approval to develop all units. The inability to develop the housing and occupy the units may result in a reallocation of the housing contract as detailed in Section 4.3.2.

Applications will be scored and awards will be made by rank based upon the program for which an agency is applying.

#### **4.3.2 Reallocation Process**

There are a number of factors that may result in some or all of the scattered site supportive housing units awarded to a contractor to be reallocated. This includes, but is not limited to, lack of progress in developing the housing units within the approved time frame, and implementation practices, such as stringent admission policies, which create barriers for the target population to access the housing units. A contractor will be provided notification if any or all of the units allocated to it are reallocated.

To reallocate units, OMH will go to the next highest ranked proposal that did not get an initial award of units. If there are no agencies left with a passing score, OMH will go to the top of the list and work its way down the list to reallocate units. OMH also reserves the right to reallocate the housing units through a re-procurement process at the State's discretion.

### **4.4 Award Notification**

At the conclusion of the procurement, notification will be sent to all successful and non-successful applicants. All awards are subject to approval by the NYS Attorney General and the Office of State Comptroller before an operating contract can be finalized.

OMH reserves the right to conduct a readiness review of the selected applicant prior to the execution of the contract. The purpose of this review is to verify that

the applicant is able to comply with all participation standards and meets the conditions detailed in its proposal.

## **5.0 Scope of Work**

### **5.1 Introduction**

This RFP is issued to provide rental assistance and housing support services for up to 145 individuals who meet the criteria outlined in Section 1.1 and in accordance with the allocations outlined in Section 1.2.

Agencies must work in partnership with county Single Point of Access, Central New York Psychiatric Center Pre-Release Services, Department of Corrections and Community Supervision, along with forensic case management, Health Homes, Assertive Community Treatment (ACT)/Forensic Assertive Community Treatment (FACT) teams and other treatment providers. Referrals with an active AOT Order must receive priority consideration. Providers are required to develop coordinated discharge/and admission plans with the referral entity dedicated parole officer, forensic case manager or health home care manager, ACT/FACT Team or other treatment provider to ensure their successful transition into the community.

It is critical that agencies establish partnerships and/or collaborative agreements with at least one of the Health Homes serving their community and become a network partner in at least one Health Home. Note, however, that establishing a partnership with a particular Health Home does not preclude Scattered-Site Supportive Housing agencies from being required to serve all individuals regardless of which Health Home they are assigned to. It is an expectation that agencies will work with all Health Homes regardless of established partnerships.

A list of designated Health Homes is available on the [NYS Department of Health's website](#).

Scattered-Site Supportive Housing is considered permanent housing. Residents of Scattered-Site Supportive Housing can remain in this housing, provided their clinical and financial circumstances render them eligible and allow them to meet their responsibilities as a tenant. As outlined in the Supportive Housing Guidelines, Scattered-Site Supportive Housing is not lost during absences of short duration, and there are no program attendance requirements. Residents of Scattered-Site Supportive Housing are tenants and will have the same rights and responsibilities as any other tenant in New York.

Scattered-Site Supportive Housing provides affordable, independent housing and access to community-based support services based on the needs and desires of the resident. Residents of Scattered-Site Supportive Housing may be able to live in the community with a minimum of staff intervention from the contract agency. Others may need the provision of additional supports, such as an Assertive Community Treatment (ACT) team or Forensic Assertive Community Treatment (FACT) team and intensive or supportive case management services. Some residents may be coping with co-occurring substance abuse disorders and be at various stages of recovery.

Services provided by the contractor will vary, depending upon the needs of the resident. Scattered-Site Supportive Housing staff will encourage and assist

residents to develop natural community supports, use community resources and pursue an individualized path towards recovery. Staff will help the individual to establish a household and facilitate the resolution of landlord-tenant issues. It is expected that the need for services provided by the contractor and other agencies will decrease over time as integration in the community improves and the residents make progress in their recovery.

When possible, tenants should hold their own leases. Renting studios or one-bedroom apartments scattered throughout the community is the norm. In instances where roommates are involved, the agency must facilitate cooperative arrangements on bill payments, division of household responsibilities and other matters.

Scattered-Site Supportive Housing is integrated housing that consists of scattered site apartments located in multiple buildings throughout the community. The goal is to provide individuals with a setting in which they live in their own apartments and are able to interact with non-disabled persons to the fullest extent possible.

There is no capital funding associated with this initiative to purchase or renovate an existing apartment building.

Scattered-Site Supportive Housing funding made available through this RFP provides rent stipends, housing case management services, and other eligible costs as specified in the Scattered-Site Supportive Housing Guidelines (Supported Housing Guidelines). There are no OMH licensing requirements. Contractors must comply with the OMH Supportive Housing Guidelines. A copy of the [OMH Supportive Housing Guidelines](#) is posted on OMH's website as part of this RFP and should be reviewed prior to responding to the RFP.

In addition, all buildings in which apartments are located must have a valid Certificate of Occupancy (or equivalent local approval of habitability such as a Letter of No Objection). OMH Field Offices monitor Scattered-Site Supportive Housing and conduct site visits to review compliance with the Guidelines.

The agencies awarded units will be expected to participate in periodic forensic supportive housing meetings with OMH at the regional field office, depending on the location of the units, Department of Corrections and Community Supervision staff, and other OMH funded forensic housing and case management programs. In addition, the agencies will be expected to hire staff that are experienced working with a forensic population or have lived experience and will be required to participate in online trainings offered by the Academy for Justice-Informed Practice through the Center for Urban Community Services (CUCS).

Referrals to these units will be reviewed, tracked, and monitored. Within ten business days of the receipt of the referral package, both an interview and admission decision must be made and shared with the referring entity. At least 80% of all referrals made to a provider must be accepted and admitted to the program. The expectation is that the agencies will work in partnership with Central New York Psychiatric Center Pre-Release Services, parole officers, forensic case managers, Health Home Care Managers, ACT/FACT/SOS/ teams and other



treatment providers in creating the care plans for individuals discharged into the community.

Some of the individuals referred will be under parole supervision and therefore, may be placed on a dedicated mental health parole caseload. A dedicated parole officer has special expertise in mental health and substance abuse issues and is assigned smaller caseloads to meet the unique needs of the target population. The dedicated parole officers work closely with OMH and housing providers to enhance the opportunities for these individuals to accept living in their communities and reduce criminal recidivism.

## **5.2 Reporting Requirements**

Agencies must conform to all OMH fiscal reporting requirements as outlined in the [“Aid to Localities Spending Plan Guidelines.”](#)

Agencies awarded these units will be required to maintain accurate reporting of all admissions and discharges through OMH’s Child and Adult Integrated Reporting System (CAIRS) and adhere to any additional requirements required by the OMH.

## **5.3 Operating Funding**

Funding for Scattered-Site Supportive Housing is a combination of client rent payments and OMH operating funding. Residents of Scattered-Site Supportive Housing are required to pay 30% of their net income for rent and reasonable utilities. OMH acknowledges that the target population may not have benefits in place at the time they accept housing. Contractors in the Long Island region will receive annual funding at \$30,000 per unit. Contractors in the Hudson River region will receive annual funding at \$23,000 per unit. Contractors in the Central New York region will receive annual funding at \$18,000 per unit. Contractors in the Western New York region will receive annual funding at \$19,500 per unit.

Enhanced funding for this program should be used to provide more robust supports and services. Staffing for this program must include a peer with lived experience with the criminal justice system. Staff should also be specially trained in working with justice involved individuals and with those with substance use disorders.

## **5.4 Evaluative Criteria/Program Specific Questions**

Agencies will be evaluated on the following criteria by answering the questions listed below in Sections 5.4.1, 5.4.2, 5.4.3., and 5.4.4

### **5.4.1 Proposal Narrative (50 points)**

- 1a. Indicate the program (by county) which you are proposing to serve. Specify the number of studios and one-bedroom apartments intended to be developed and the location of these apartments, if known.
- 1b. Describe admission criteria, and procedures including the information flow you would create to streamline and track referrals, including any necessary interface with CNYPC Pre-Release Services, SPOA, Department of Corrections and Community Supervision (DOCCS), the OMH Field Office, and Health Homes.

Explain engagement strategies to be used to connect with recipients. Describe the approach and strategies that will be used to identify appropriate and safe housing in the community.

- 1c. Describe the target population, individuals with serious mental illness and forensic histories, including present functional levels, educational levels, job histories, substance use histories, community living skills, existence of social supports, etc.
- 1d. Describe what services will be provided to address the specialized needs of this population and assist individuals in re-integrating into the community and maintaining their housing, including but not limited to, orientation/re-orientation to the community, changes in the community, and managing the transition from a highly-structured setting to independent living, addressing physical health needs (long term care), providing mental health wrap around services, substance use services, and clinical services. Describe the use of peer to peer services and supports that will be available to support individuals in their transition to supportive housing.
- 1e. Describe your agency's ability to serve individuals with forensic histories. Include your agency's ability to provide culturally competent care and services to individuals with serious mental illness.
- 1f. Explain at a minimum, support plan development, coordination with other service providers, including but not limited to, Health Home care managers, ACT/FACT/SOS teams, community treatment providers or other transitional support teams, peer support, and relapse prevention. Describe how you will work with the individual, their referral sources, other service providers and the individual's natural supports to develop an individualized, recovery-focused support plan. Attach a sample copy of the assessment tool and support plan that will be used with individuals.
- 1g. Address the approach and strategies to be used to assist consumers in adhering to conditions of parole. Explain the process for handling resident emergencies after hours and on weekends.
- 1h. Provide a staffing plan for this program including FTEs and staffing schedule. Include a description of the roles and responsibilities of each staff member. Indicate the skills and experience each staff member will be expected to have including peer staff with lived justice involved experience. Describe your agency's initial and ongoing staff training program which includes education pertaining to serving individuals with criminal justice involvement. Explain how supervision of staff, at all levels, will be provided and by whom. Explain the measures your agency will take to recruit and retain experienced employees.
- 1i. Describe your agencies policies to maintain a low barrier to admission which will promote a rapid, smooth transition into housing.
- 1j. Attach a copy of the proposed lease or sublease agreement. For sublease arrangements, provide the rent collection and rent arrears procedure. Describe the supports provided by the agency to appropriately ensure rent payment is made on time by residents. Provide the policy and procedure for terminating tenancy.

Include a description of the range of interventions that would be used to prevent someone from losing their housing. Attach the grievance procedure that will be provided to residents.

- 1k. Demonstrate your understanding of OMH supportive housing. Provide information on assessing needs, support plan development, coordination with other service providers and natural supports, peer support, service documentation, grievance procedures, cultural competence, and addressing emergency situations.

#### **5.4.2 Agency Performance (10 points)**

Please respond to either Question 2a. Or 2b. Answer “Not Applicable” to the question you are not answering.

- 2a. Applicants that hold a current OMH/ LGU housing contract must provide an overview of the agency’s experience in developing and managing scattered site housing and providing housing services to individuals with a serious mental illness, including those who are transitioning from prison. Particular emphasis should be placed on describing the agency’s experience and awareness of community resources relevant to individuals with mental illness and forensic histories within the borough(s) or county in which the units are proposed to be located. In the narrative incorporate CAIRS data and recent Scattered Site Supportive Housing reviews to demonstrate that your agency operates Scattered Site Supportive Housing in accordance with OMH guidelines, targets OMH priority populations, maintains occupancy standards, and has a demonstrated history of maintaining residents successfully in their housing. Current licensed OMH housing agencies must note their agency’s ability to target OMH priority populations, average length of stay and ability to transition individuals into independent housing. OMH Housing agencies should indicate occupancy levels, ability to accept OMH priority populations, and any instance of terminating a housing program.

OMH providers shall base their response on the most recently published Residential Program Indicators Report. Also, please note that OMH agencies will be evaluated on the timeliness and accuracy of CAIRS reporting.

- 2b. Applicants that do not hold a current OMH housing contract must describe their agency’s experience with developing and managing scattered site housing and ability to serve the target population. In addition, applicants that do not hold a current OMH housing contract must also describe a situation where successful interventions were used to assist an individual with a serious mental illness and/or co-occurring substance use disorder with criminal justice involvement. Non-OMH contracted providers should attach evidence or correspondence from the most recent monitoring visit for any housing and/or mental health service programs the agency operates, performed by a city, county, state or federal government agency. Particular emphasis should be placed on describing the agency’s experience and awareness of community resources relevant to individuals with mental illness within the borough(s) or county in which the units are proposed to be located.

### 5.4.3 Inclusion and Diversity (10 points)

- 3a. Provide a mission statement for this program, that includes information about the intent to serve individuals from marginalized/underserved populations.
- 3b. Identify the management level person responsible for coordinating/leading efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations. This includes activities related to diversity, inclusion, equity, and cultural/linguistic competence. Information provided should include the individual's (title, organizational positioning, education, relevant experience).
- 3c. Provide the diversity, inclusion, equity, cultural/linguistic competence plan as outlined in the National CLAS Standards for this program. Note - plan format should use the SMART framework (Specific, Measurable, Achievable, Realistic, and Timely). Plan should include information in the following domains: workforce diversity (data informed recruitment), workforce inclusion, reducing disparities in access, quality, and treatment outcomes in patient population, soliciting input from diverse community stakeholders and organizations).
- 3d. Describe the process for which the diversity, inclusion, equity, cultural/linguistic competence plan was created using stakeholder input from service users and individuals from marginalized/underserved populations. Additionally, describe how the plan will be regularly reviewed and updated.
- 3e. Describe the demographic makeup of the population in the catchment area using available data (race/ethnicity/gender/sexual orientation/language). Additionally, please describe how this data will be used to shape decisions pertaining to the recruitment and hiring of staff, policies, and the implementation of best practice approaches for serving individuals from marginalized/underserved populations.
- 3f. Describe the agency's committees/workgroups that focus on efforts to reduce disparities in access, quality, and treatment outcomes for marginalized populations (diversity, inclusion, equity, cultural/linguistic competence). Please also describe the membership of these committees/workgroups (organizational positioning). Include:
- how committees/workgroups review services/programs with respect to cultural competency issues within the agency;
  - how this group corresponds and collaborates with the quality assurance/quality improvement/compliance parts of the organization;
  - how committees/workgroups participate in planning and implementation of services within the agency; and
  - how committees/workgroups transmit recommendations to executive level of agency

Note: It is important to describe membership of representatives from the most prevalent cultural groups to be served in this project.

- 3g. Describe the training strategy on for topics related to diversity, inclusion, cultural competence, and the reduction of disparities in access, quality, and treatment outcomes for marginalized/underserved populations. These include trainings about implicit bias, diversity recruitment, creating inclusive work environments, providing languages access services.

- 3h. Describe program efforts to recruit, hire and retain staff from the most prevalent cultural group of service users. This includes a description of:
- a documented data driven goal to recruit, hire and retain direct service/clinical, supervisory, and administrative level staff who are from or have had experience working with the most prevalent cultural groups of its service users;
  - current staffing levels of direct service/clinical staff members who are from or have experience working with the most prevalent cultural groups of its service users.
  - current staffing levels of supervisors who are from or have experience working with the most prevalent cultural groups of its service users. and
  - current staffing levels of administrative staff members who are from or have experience working with the most prevalent cultural groups of its service users.

This information can also include information about employment postings on platforms and in places specifically designed to hire diversity, the use of language in employment posting(s) that illustrate that the program is seeking to recruit diverse candidates, efforts to retain diverse employees use of best practice approaches to mitigate bias in interview/hiring processes.

- 3i. Describe efforts to meet the language access needs of the clients served by this project (limited English proficient, Deaf/ASL). This information should include the use of data to identify the most prevalent language access needs, availability of direct care staff who speak the most prevalent languages and the provision of best practice approaches to provide language access services (i.e., phone, video interpretation). Also include information about efforts to ensure all staff with direct contact with clients are knowledgeable about using these resources. Additionally, provide information about the plan to provide key documents and forms in the languages of the most prevalent cultural groups of its service users (consent forms, releases of information, medication information, rights, and grievances procedures).

This section should also include information related to:

- addressing other language accessibility needs (Braille, limited reading skills).
- service descriptions and promotional material

#### **5.4.4 Financial Assessment (30 points)**

- 4a. Attach an operational budget. Assume a full year of operating funds (see Appendix B). Appendix B should be completed in the following manner:

##### **Start-Up Year Budget**

This represents “Year 1”, the first year of operating the program. The budget should include operating funding at the amount per bed, detailed in Section 5.3, x number of beds for 12 months. Client contribution and expenses should be consistent with the agency’s phase-in schedule. The phase-in schedule is the number of beds being developed on a monthly basis. Please detail all assumptions in Appendix B1 and note all start-up related costs are reflected in this budget (furniture, security deposits, moving expenses, client move-in kits, etc.). There is no additional start-up funding. The purchase of air conditioners is an allowable start-up cost. Show sources of income including client “rent” and funding. Applicants should list staff by position, full-time equivalent (FTE), and salary.

#### Operational Year Budget

This represents "Year 2", at this point the program should be fully operational and all budget assumptions should reflect a fully functioning program with all beds up and running at the beginning of the year.

- 4b. Describe how client rent will be calculated. Explain how your agency plans to utilize funds to address resident emergencies and other expenses related to maintaining the resident in housing, beyond rent stipends and services staff expenses. Highlight other sources of funding, if any. Describe how your agency manages its operating budget. Also, applicants must complete a Budget Narrative which should include the following:

detailed expense categories that make up the total operating expenses;

the calculation or logic that supports the budgeted value of each category; and

description of how apartment rental assumptions and utility costs are calculated within the geographic area in which they are located.

Use the Operating Budget (Appendix B) and the Budget Narrative (Appendix B1) to submit with your proposal. The Operating Budget (Appendix B) is a separate document on the RFP section of the OMH website and can be downloaded in PDF format. Do **not** substitute your own budget format. **Failure to complete the Operating Budget using the correct form may be cause to reject your proposal for non-responsiveness.**